

# **CITY COUNCIL**

## **Department Purpose and Description**

The Department of Mayor and Council was established in Title 2, Chapter 2.03 of the Chula Vista Municipal Code, (Ord. 2619 Sec. 1, 1994) consistent with Section 501 of the City Charter.

The department is given the responsibility for policy setting, constituent relations, inter-agency relations, and intra-agency policy implementation. It is the professional support office of city government to the Mayor and City Council in the legislative branch and apart from the administrative functions of the city.

The City Council, comprised of a Mayor and four Councilmembers, is the governing and legislative body of the city. All powers of the city reside in the council unless expressly delegated, assigned or excluded by the City Charter or controlling state or federal law. (Article II, Sec. 201 City Charter). The City Council sets policy for the city through its legislative, budget and expressly granted executive functions.

The Mayor and City Council are elected at-large, and each holds office for a four-year term. The City Manager, City Attorney and City Clerk, the primary executive, legal and document support officials are appointed by and serve at the pleasure of the Council. The City Council reviews and approves the budget, enacts ordinances, authorizes public improvements, adopts traffic regulations, approves contracts, and sits as the Redevelopment Agency and Housing Authority. Under new legislation approved by council in 2004, the City Council as Redevelopment Agency Directors will also sit as the majority of the Chula Vista Urban Development Corporation Board of Directors.

The City Council is also granted some expressly defined executive functions such as confirmation authority over all executive management and department head appointments. In addition, the Mayor is authorized in time of emergency to assume executive command over public safety functions in order to maintain order, enforce the law and ensure the continuity of elected government. (Article III, Sec. 304(b)(3) City Charter).

## **Staffing**

The department is currently staffed by 14 designated positions comprised of six full-time staff including the Mayor, Chief of Staff, Intergovernmental Affairs Coordinator, Constituent Services Manager, Executive Secretary and clerical support staff. In addition, there are eight identified part-time staff including the City Council and City Council aides. All positions are in the unclassified service.

## **Chief of Staff**

The Chief of Staff is the principal advisor to the Mayor separate from the administrative departments, appointed by the Mayor and serves concurrent with Mayor's term of office. The Chief of Staff is delegated the day to day management responsibilities over the department at the discretion of the Mayor, and facilitates the professional interaction between the Department

of Mayor and Council's support functions and the administrative departments by working closely with and through the City Manager.

### **Policy Setting / Legislation**

Under Section 304 (4) of the City Charter, The Mayor and City Council are assigned primary responsibility for interpreting to the people the policies, programs, and needs of the City government as well as communicating any change in these policies and programs. Council members are appointed to serve on committees that review policies, programs and practices at regional, state, national and international levels. This is accomplished through their work on bodies such as SANDAG, the League of California Cities, the U.S. Conference of Mayors, and the International Council for Local Environmental Initiatives. Increased involvement by Chula Vista at these levels in policy development will place increased demand for professional staff support in various areas.

As the city grows, the City Council have been called upon to be more pro-actively engaged in policy development, creating a growing need for additional professional resources for research, expertise and policy development by staff independent of the administrative departments of the city. This is typical of the political maturation that occurs in a growing city.

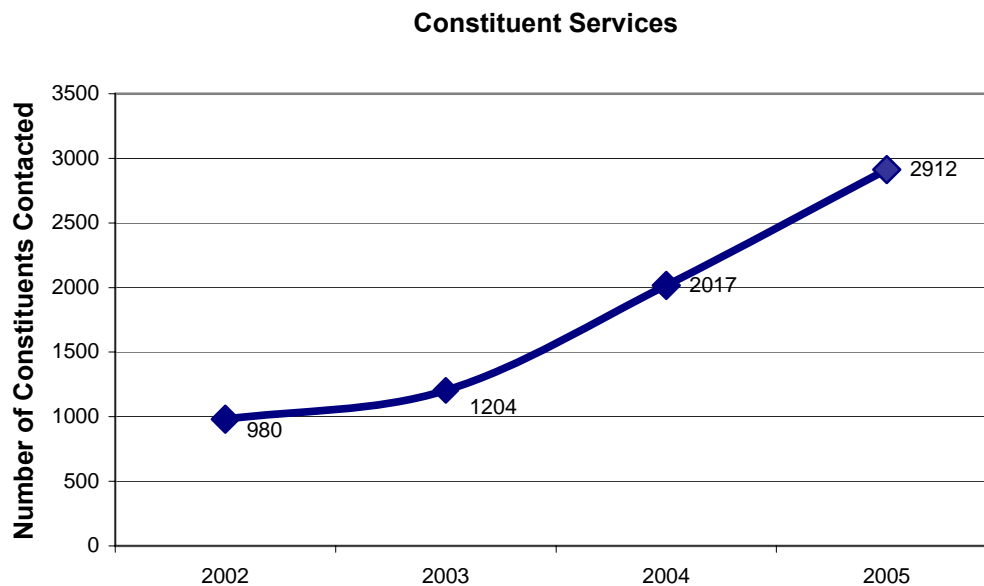
As a member of the Mayor and City Council staff, the Intergovernmental Affairs Coordinator provides the Council with analytical assistance in evaluating state and federal legislation. In addition, the Coordinator works with the City's legislative advocate in Sacramento to ensure that activities in the State Legislature are fully reported to the City Council, and that advocacy is consistent with the adopted Legislative Program. The Coordinator is also responsible for inter-governmental relations providing staff support for the City Council in its dealings with elected officials at all levels. The Coordinator works with other municipalities as well as state and federal government agencies to gather information that the Council needs to introduce new legislation or take positions on legislation already under consideration by other governing bodies.

### **Constituent Services**

The Constituent Services Manager assists Council members in contacting and responding to requests from the public. The City Council strongly supports citizen input and participation in the policy-setting process and review of city operations and encourages the flow of information between residents and City Hall. In the last two-years of the budget cycle, the number of contacts from constituents in various forms has more than doubled. In addition to phone calls and letters, the public now has access to their Councilmembers via e-mail, and can learn more about Council actions by visiting the City's Web site at [www.ci.chula-vista.ca.us](http://www.ci.chula-vista.ca.us).

The level of casework on various constituent issues has increased and evolved to include conflict and problem resolution and follow-up, ombudsmanship, research and better collaboration with the administrative departments of the city. In addition, outside resources such as community groups or service organizations have been included in the process of constituent work to a greater degree. This has and will involve a greater level of departmental involvement in problem solving and outreach by the department to the community than has existed in the past. In addition, this function has and will assume an increasing role in

facilitating constituent / community events and interactions with city officials for the purpose of addressing specific problems or needs.



### **Community Outreach**

The Office of the Mayor and Council works closely with the City's Office of Communications to enhance our community outreach efforts. This includes ceremonial activities such as groundbreakings and building dedications, as well as more interactive programs like the newly-formed Speakers Bureau. The Speakers Bureau brings Chula Vista residents into direct contact with the Mayor and members of the City Council through community forums and town hall meetings.

A new program will be launched later this year, introducing streaming video to the City's website. This will allow our Internet visitors to watch city council meetings, view archived council discussions and receive video programming on key projects and issues under council consideration.

### **Major Goals and Challenges for Fiscal Years 2005 and 2006**

As the nation's twelfth fastest growing city and the county's second largest municipality, Chula Vista is evolving into a dynamic and vibrant city. The Mayor and City Council are moving forward with plans to revitalize the urban core, develop a world-class bayfront, establish a major university, and create a new agency to oversee redevelopment. The Offices of the Mayor and City Council are expanding their responsibilities as projects multiply and issues become more complex. Responding to these needs in a timely and appropriate manner will continue to be the City Council's priority.

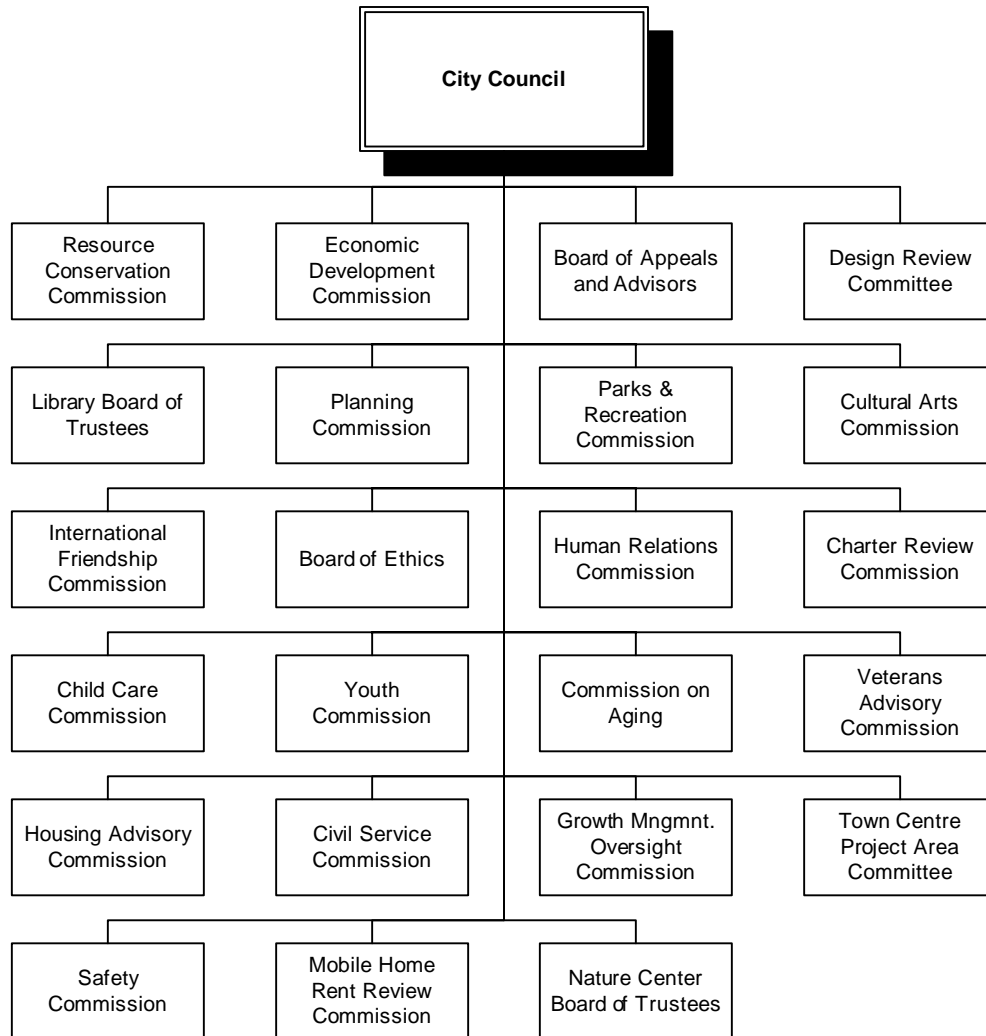
The department will continue to refine the means and methods by which it can facilitate the Mayor and City Council in their designated duties, as well as maintain appropriate logistical, professional and clerical support specific to the department.

The department has yet to formalize a protocol that can assist the City Council in more formally tracking the implementation of policy by the administrative departments. This is an assigned responsibility of the department, and will be addressed in the coming fiscal year.

In the coming fiscal years the department will have to confront the need to evaluate staff budgeting for the Mayor and City Council members, to maintain appropriate support and flexibility. In addition, the City Council's increasing regional leadership and involvement will necessitate an examination of support for travel on official city business, respecting citywide budget considerations and restraints.

# CITY COUNCIL

## ORGANIZATION CHART



# CITY COUNCIL 01000

## EXPENDITURES

	FY 2004 ACTUAL	FY 2005 AMENDED	FY 2006 ADOPTED	FY 2007 ADOPTED
Personnel Services	825,671	1,002,737	1,213,371	1,242,524
Supplies and Services	115,231	205,281	235,802	235,802
Other Expenses	0	200	5,000	5,000
<b>EXPENDITURE TOTALS</b>	<b>\$940,902</b>	<b>\$1,208,218</b>	<b>\$1,454,173</b>	<b>\$1,483,326</b>

## REVENUES

	FY 2004 ACTUAL	FY 2005 PROJECTED	FY 2006 ESTIMATED	FY 2007 ESTIMATED
Other Revenue	52,615	56,824	56,824	58,529
<b>REVENUE TOTALS</b>	<b>\$52,615</b>	<b>\$56,824</b>	<b>\$56,824</b>	<b>\$58,529</b>

## CITY COUNCIL

### AUTHORIZED POSITIONS

	FY 2001	FY 2002	FY2003	FY 2004	FY2005	FY2006	FY2007
Mayor	1	1	1	1	1	1	1
Councilperson	4	4	4	4	4	4	4
Assistant to the Mayor and City Council	1	1	0	0	0	0	0
Chief of Staff	0	0	0	0	1	1	1
Community Liaison	0	0	0	0	1	0	0
Constituent Services Manager	0	0	0	0	1	1	1
Executive Secretary	0	1	1	1	1	1	1
Intergovernmental Affairs Coordinator	0	0	0	0	0	1	1
Office Specialist	0	1	1	1	0	1	1
Senior Council Assistants	0	0	0	0	0	4	4
Special Assistant to the Mayor	0	0	1	1	0	0	0
Staff Director - Office of Mayor and Council	0	0	1	1	0	0	0
<b>Total Permanent FTE's</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>14</b>	<b>14</b>